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Schedule No.

**7**

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# School District Records Schedule

**Prepared and Published by the  
Montana Local Government Records Committee  
Helena, Montana, 1997**

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

### **I. ADMINISTRATIVE RECORDS**

| <b>BOARD RECORDS</b><br>Documents that relate to the development of policy and the operation of the school district. Retention periods begin at the time the records are created.  |  |                          |
|--|--|--------------------------|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b> |
| 1. Annual Budget Document  | Permanent  |                          |
| 2. Annual Trustees Financial Summary   | Permanent  |                          |
| 3. <u>Board Agenda Packets</u> :<br>a. Agenda packets containing material the board members will use in making decisions.<br>b. Agenda packets containing only an outline of the upcoming meeting.   | a. Permanent (1 copy only ; other copies as long as needed)<br>b. All copies: as long as needed; destroy   |                          |
| 4. Board Policies  | Permanent (1 copy only; other copies until superseded)   |                          |
| 5. Complaints  | Retain 8 years; destroy  |                          |
| 6. <u>Correspondence</u> :<br>Includes incoming and outgoing correspondence, memoranda, and e-mail.<br>a. Permanent correspondence<br>Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making its policies, procedures, and achievements, and that serve to substantiate the accountability of the office.<br>b. Non-permanent correspondence:Transitory<br>Correspondence and e-mail that, while part of school business is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is ...," "the deadline is...," "please send 10 copies of..."); thank-you, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken; memoranda and correspondence generated by another entity and kept by your school for reference purposes. | a. Permanent<br>(recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility)<br><br>b. Review annually and destroy when no longer needed for administrative purposes |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

| <b>BOARD RECORDS - cont.</b>  |                                  |   |
|---|----------------------------------|---|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b> | <b>Citation/Comments</b>                      |
| 7. <u>Correspondence</u> :<br>Includes incoming and outgoing correspondence, memoranda, and e-mail.<br>c. Non-permanent correspondence: Destroy/delete at will<br>The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find copies of..."); unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called, please call back," "is this afternoon's meeting still on?"); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity. | Destroy/delete at will           |   |
| 8. Deeds/Easements  | Permanent                        |   |
| 9. Legal Opinions   | Retain 8 years; destroy          |   |
| 10. Long Range Planning Reports   | Retain 8 years; destroy          |   |
| 11. Management Procedures   | Permanent                        |   |
| 12. Minutes of Meetings: Board of Trustees  | Permanent                        |   |
| 13. Minutes of Meetings: Citizens Advisory  | Permanent                        |   |
| 14. Minutes of Meetings: Committees of the Board of Trustees  | Permanent                        |   |
| 15. Minutes of Meetings: Management Team  | Retain 3 years; destroy          |   |
| 16. Minutes of Meetings: Staff  | Retain 3 years; destroy          |   |
| 17. Newsletters/Bulletins   | Permanent (1 copy only)          | May be kept by the school library             |
| 18. Operation and Procedural Manuals  | Permanent (1 copy only)          |   |
| 19. Petitions   | Retain 8 years; destroy          |   |
| 20. Referendum Results  | Permanent                        |   |
| 21. Special Project Studies/Reports   | Permanent (1 copy)               | Permanent copy may be retained in the minutes |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

| <b>BUILDINGS AND GROUNDS RECORDS</b>   |  |                          |
|--|--|--------------------------|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b> |
| 1. Abstracts/Deeds/Title Papers/Mortgages/Easements  | Permanent  |                          |
| 2. Architectural Blueprints  | Retain for life of building (unless the building is on the National Register of Historic Places, then keep permanently)                      |                          |
| 3. Boiler Records (Inspection)   | Retain 8 years; destroy  |                          |
| 4. Building and Site Data Books  | Permanent  |                          |
| 5. Building Permits  | Retain 8 years after acceptance; destroy   |                          |
| 6. Capital Instruction Books (Building)  | Retain until superseded; destroy   |                          |
| 7. Chemical Wastes Manifest  | Permanent  |                          |
| 8. Electrical Directories  | Retain for life of building  |                          |
| 9. <u>Fixed Assets - Inventory and Detail:</u><br>a. Allowance for depreciation, buildings<br>b. Allowance for depreciation, improvements<br>c. Allowance for depreciation, machinery and equipment<br>d. Buildings<br>e. Construction work in progress<br>f. Improvements other than buildings<br>g. Land<br>h. Land acquired by tax deed<br>i. Machinery and equipment | a. Permanent<br>b. Permanent<br>c. Permanent<br>d. Permanent<br>e. Permanent<br>f. Permanent<br>g. Permanent<br>h. Permanent<br>i. Permanent |                          |
| 10. Engineering Tracings   | Retain for life of building  |                          |
| 11. Maintenance Reports  | Retain 8 years; destroy  |                          |
| 12. School District Boundaries/Plats/Surveys<br>(including acknowledge of changes)   | Permanent (1 copy only)  |                          |
| 13. Specifications   | Retain for life of building  |                          |
| 14. Tool and Equipment Inventory   | Retain for life of building  |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

| <b>GRANT/PROGRAM FILES</b>   |   |  |
|--|---|--|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>   |
| 1. Pre-Award Documents<br>Grant applications, budgets, "plans," etc., including all surveys and information gathered to assess need, allocate grant funds, determine eligibility, etc.   | Retain all grant documents in accordance with federal or state program requirements applicable to each program (grantor agency should supply details) | NOTE:<br>The state statute of limitations on bringing legal action involving obligations and contractual agreements for instruments in writing extends 8 years |
| 2. Award Documents<br>Grant award letters and other documentation of grant allocations   | Retain transaction documents in accordance with "Finance Records" section of this schedule  |  |
| 3. Financial Reports<br>Quarterly, annual, or other reports required by the grantor agency, including grant close-out reports, cash requests, etc.   | Retain student records in accordance with "Pupil Records" section   |  |
| 4. Non-Fiscal (Program) Evaluation Reports<br>Quarterly, annual or other reports required by the grantor agency to document program effectiveness, achievement of results, etc., including program close-out reports   | Retain employment records in accordance with "Personnel Records" section  |  |
| <p>The following is a list of some of the federal/state programs that could be a part of the "Grant/Program Files":</p> <p><u>DEPARTMENT OF AGRICULTURE</u><br/>School Food Commodity Distribution Program<br/>School Food Breakfast<br/>School Food Lunch<br/>School Food Milk Program<br/>School Food Snacks<br/>School Food Summer Program<br/>School Food Nutrition and Training</p> <p><u>DEPARTMENT OF HEALTH AND HUMAN SERVICES</u><br/>Acquired Immunodeficiency Syndrome (AIDS)</p> <p><u>DEPARTMENT OF LABOR</u><br/>Job Training Partnership Act<br/>School to Work</p> <p><u>DEPARTMENT OF TRANSPORTATION</u><br/>Driver Safety</p> <p><u>NATIONAL SCIENCE FOUNDATION</u><br/>Mathematics Education (SIMMS)</p> <p><u>COMMISSION ON NATIONAL AND COMMUNITY SERVICE</u><br/>Learn and Serve America (Montana)</p> |   |  |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

##### **GRANT/PROGRAM FILES - cont.**

###### DEPARTMENT OF EDUCATION

Adult Education - State Administered Program  
Bilingual Education  
Civil Rights Program - SEA/National Origins/Race and Sex Desegregation  
ESEA Title 1 (Chapter 1) Educationally Deprived Children - Part A  
ESEA Title 1 (Chapter 1) Migrant Education  
IDEA Part B (Handicapped)  
IDEA Part D - Personnel Preparation (Handicapped)  
Indian Education - LEA's and Tribal Schools  
LaserCat Grant (LSCA)  
Title VIII, (PL 81-874) School Assistance in Federally Affected Areas  
Vocational Ed - Basic (Competitive) Grants to States  
Vocational Education - Consumer Homemaking  
Women's Educational Equity Title IX Part C  
ESEA Title VI (Chapter 2) \Educational Improvement  
Women's Educational Equity Title IX Part C  
ESEA Title VI (Chapter 2)\Educational Improvement  
Removal of Architectural Barriers (Handicapped)  
Emergency Immigrant Education  
Federal Math/Science - Dwight D. Eisenhower, Tittle IV  
Preschool Incentive Grant (IDEA Handicapped)  
Vocational Ed - Community Based Organizations  
Drug Free Schools - Title II  
Adult Education for the Homeless  
Education of Homeless Children and Youth - McKinney Homeless  
Star Schools  
ESEA Title I (Chapter 1) Even Start/LEA  
ESEA Title I (Chapter 1) Even Start/Migrant  
Framework for Aesthetic Literacy  
ESEA Title I (Chapter 1) Capital Expenses  
ESEA Title I (Chapter 1) State Improvement Program Grants  
Adult Education - English Literacy  
Vocational Education - Tech Prep  
Foreign Language Assistance  
Vocational Education - Facilities, Equipment & PIA

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

| <b>STATISTICAL RECORDS</b>  |                                       |   |
|---|---------------------------------------|---|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>      | <b>Citation/Comments</b>                            |
| 1. Additional Personnel-Unfilled Vacancies/<br>Uncertified/Emergency Licenses   | Retain 1 year; destroy                |   |
| 2. District Support Staff   | Maintain source documents permanently |   |
| 3. List of School Personnel Who are Retiring at the<br>End of the School Year   | Retain 1 year; destroy                |   |
| 4. Montana School Directory   | Retain 1 year; destroy                |   |
| 5. Permanent Record Cards (record of student grades<br>by term and personal identifying data)   | Permanent                             | Transfer to individual<br>student cumulative record |
| 6. School District Staff and Teacher Personnel Report   | Maintain source documents permanently |   |
| 7. School District Statistical Report   | Maintain source documents permanently |   |
| 8. <u>School Enrollment</u> :<br>a. Absence slips<br>b. Attendance records and tardy sheets<br>c. Daily attendance class record books<br>d. Daily class slips<br>e. Enrollment survey | Retain 1 year past audit; destroy     |   |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **I. ADMINISTRATIVE RECORDS - cont.**

| <b>TRANSPORTATION RECORDS</b>   |  |   |
|---|--|---|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>         | <b>Citation/Comments</b>  |
| 1. Bus Drivers, Lists of  | Retain 2 years; destroy                  |   |
| 2. Bus Transportation Contracts   | Retain 8 years after expiration; destroy |   |
| 3. Field Trips: Financial Statements for Out-of-District Trips                              | Retain 8 years; destroy                  |   |
| 4. Field Trips: Permission Requests   | Retain 2 years; destroy                  |   |
| 5. Minutes of Meetings: Transportation Committee  | Permanent                                |   |
| 6. Parent or Individual Transportation Contracts  | Retain 8 years; destroy                  |   |
| 7. School Bus Inspection (Form TR-13)   | Retain 5 years; destroy                  | In case of bus accident, retain inspection until all threat of litigation is past (8 years) |
| 8. School District Application for Registration of School Bus and Reimbursement (Form TR-1) | Retain 5 years; destroy                  |   |
| 9. School District Claim for State Reimbursement for School Bus Transportation (Form TR-6)  | Retain 5 years; destroy                  |   |
| 10. Bus Driver Certificates (Form TR-35)  | Retain until superseded; destroy         |   |
| 11. Bus Accident Form (Form TR-7)   | Permanent                                |   |
| 12. Drug and Alcohol Testing Records  | Retain 5 years; destroy                  |   |
| 13. Ridership Count List (Form TR-2 or facsimile)   | Retain 5 years; destroy                  |   |
| 14. School District Claim for State Reimbursement for Individual and Isolated               | Retain 5 years; destroy                  |   |
| 15. Transportation (Form TR-5)  | Retain 5 years; destroy                  |   |



## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **II. ELECTION RECORDS**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b> |
|--|---|--------------------------|
| 1. Absentee Ballot Logs  | 4 years; destroy  | MCA 13-13-233            |
| 2. Ballots: Local Government   | 1 year (if no recount is pending)<br>In addition to retaining ballots, you will need to keep any electronic device or related software necessary to read the ballots. Example - If you use a ballot that does not have the names of the candidates printed directly on the ballot, but use an electronic counting board to do the canvass, you need to save the counting board. You will need to retain anything necessary to run a recount | MCA 13-1-303             |
| 3. Candidates Filing Sheets or Petitions   | Term of office; destroy   |                          |
| 4. Candidates, Register Of   | 4 years; destroy  |                          |
| 5. Canvass Books: Official County  | Permanent   |                          |
| 6. Certificates of Election or Appointment   | Permanent   |                          |
| 7. Petitions: Local (originals)  | 8 years; destroy  |                          |
| 8. Petitions: Statewide (copies)   | 3 months after the date of the election specified in the petition unless a court action is pending on the sufficiency of the petition   | MCA 13-27-305            |
| 9. Poll and Tally Books  | 4 years; destroy  |                          |
| 10. Precinct Registers   | 4 years; destroy  |                          |
| 11. Registration Cards (original cards, latest change of address, and cancellations) | Permanent   | Microfilm if possible    |

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

### **III. FINANCE RECORDS**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>             |
|--|---|--------------------------------------|
| 1. A-101 (County Treasurer's receipts)   | 8 years; destroy  | County Treasurer retains original    |
| 2. Abandonment Records   | Permanent   |                                      |
| 3. Accident Reports  | 8 years; destroy  |                                      |
| 4. <u>Agreements</u> :<br>a. Child nutrition agreements<br>b. Cooperative agreements<br>c. Overtime agreements<br>d. Tax sheltered savings agreements<br>e. Tuition agreements | 8 years after expiration; destroy (retention periods begin at the time the records are created) |                                      |
| 5. Annual Trustees Financial Summary (TFS)   | Permanent   |                                      |
| 6. Annual Audit Reports  | 3 years if filed with state; if not filed with state it becomes a permanent file                |                                      |
| 7. Annual Final Budget Document  | Permanent   |                                      |
| 8. Bank Deposit Receipts   | Until one year past audit; destroy  |                                      |
| 9. Bank Statements   | Until one year past audit; destroy  |                                      |
| 10. Boundary Records (of school districts)   | Permanent   |                                      |
| 11. Bid Letting and Acceptance   | 8 years; destroy  |                                      |
| 12. Budget Revision/Equipment Approval   | 8 years; destroy  |                                      |
| 13. Budget Amendment Approvals (resolutions)   | Retain with final annual budget document (see #7)   |                                      |
| 14. Budget Line Item Transfers   | 8 years; destroy  | Should also be part of Board minutes |
| 15. Budget Transactions  | 8 years; destroy  |                                      |
| 16. Budget Trial Balances  | 8 years; destroy  | May be microfilmed                   |
| 17. Canceled Bonds of Indebtedness and Interest  | 8 years; destroy  |                                      |
| 18. Canceled Interest Coupons  | 8 years; destroy  |                                      |
| 19. Canceled General Voucher Checks/Warrants   | 8 years; destroy  |                                      |
| 20. Certification of Referendum Amount   | 8 years; destroy  |                                      |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **III. FINANCE RECORDS - cont.**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>                            |
|--|---|---|
| 21. Chart of Accounts  | Retain until superseded by OPI; destroy   |   |
| 22. Claims   | 8 years; destroy  |   |
| 23. Claims Approval List   | 8 years; destroy  | Should be retained in the Board of Trustees minutes |
| 24. Claims/Payroll Transmittals  | 8 years; destroy  |   |
| 25. Consolidation/Annexation Records   | Permanent   |   |
| 26. Contracts for Contest Officials  | 1 year; destroy   |   |
| 27. Contracts for Athletic Officials   | 1 year; destroy   |   |
| 28. County Treasurer Monthly Cash Reports  | 8 years; destroy  |   |
| 29. County Treasurer Monthly Reconcilements  | 8 years; destroy  |   |
| 30. County Treasurer Reconciliation - Outstanding Warrants Reports   | 8 years; destroy  |   |
| 31. County Treasurer Statement of Revenues/Expenditures and Balance Sheets   | 8 years; destroy  |   |
| 32. Copy and/or List of Check/Warrants   | 8 years; destroy  |   |
| 33. Damage, Loss, Accident Reports   | 8 years; destroy  |   |
| 34. Disbursement and Receipt Journal   | 8 years; destroy  |   |
| 35. Disbursement of Warrants Register  | 8 years; destroy  |   |
| 36. Duplicate Warrants   | 8 years; destroy  |   |
| 37. Eligibility for Federal/State Property   | 8 years; destroy  |   |
| 38. Federal Tax Form 941   | 8 years; destroy  |   |
| 39. Federal Tax Withholding/Deposits   | 8 years; destroy  |   |
| 40. <u>Food Service Records:</u><br>a. Application/agreement/policy statements for food and nutrition programs<br>b. Applications for free and reduced price meals<br>c. Bank statements (deposit tickets/checks)<br>d. Commodity register<br>e. Joint agreement/vendor - management company | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy<br>e. 8 years; destroy |   |

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

### **III. FINANCE RECORDS - cont.**

| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>  | <b>Citation/Comments</b> |
|---|---|--------------------------|
| 40. <u>Food Service Records - cont:</u><br>f. Notices of allocation<br>g. Verification summary/documentation<br>h. Daily participation record (by building)<br>(lunch, breakfast ½ day kindergarten milk)<br>i. Menus/production record (lunch and<br>breakfast)<br>j. USDA - donated food estimates<br>k. Health inspections<br>l. Quarterly financial report<br>m. Donated food distribution program<br>n. Monthly inventory records<br>o. A la carte, lunch, breakfast, ½ day<br>kindergarten milk program sales records | f. 8 years; destroy<br>g. 8 years; destroy<br>h. 8 years; destroy<br><br>i. 8 years; destroy<br><br>j. 8 years; destroy<br>k. 8 years; destroy<br>l. 8 years; destroy<br>m. 8 years; destroy<br>n. 8 years; destroy<br>o. 8 years; destroy      |                          |
| 41. Fund Ledgers  | 8 years; destroy  |                          |
| 42. General Ledger/General Journal/All Funds  | 8 years; destroy  |                          |
| 43. Indirect Cost Rate Approval - Schools   | Audit plus 1 year; destroy  |                          |
| 44. Insurance Policies  | 8 years after expiration; destroy   |                          |
| 45. <u>Insurance Records:</u><br>a. Bid specifications<br>b. Bids<br>c. Insurance-health-master spreadsheet<br>d. Notice of cancellation<br>e. Premium statements<br>f. Policies<br>g. Reports<br>h. Student insurance  | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy<br>e. 8 years; destroy<br>f. 8 years after expiration; destroy<br>g. 8 years; destroy<br>h. 8 years after high school graduation;<br>destroy           |                          |
| 46. Invoices  | 8 years; destroy  |                          |
| 47. Monthly Reports - Budget & Finance  | 8 years; destroy  |                          |
| 48. <u>Outstanding Long-Term Indebtedness Statements</u><br><u>Includes:</u><br>a. Long-term bonds<br><br>b. Long-term notes<br>c. Short-term notes<br>d. Refunding bonds<br>e. Land contracts<br><br>f. Certificate of bond sale<br>g. Schedule of bond retirements  | a. 8 years; destroy (if original is maintained<br>by county)<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy<br>e. 8 years; destroy (if original is maintained<br>by county)<br>f. 8 years; destroy<br>g. 8 years; destroy |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **III. FINANCE RECORDS - cont.**

| <b>Record Series Title and Description</b>                                     | <b>Retention and Disposition</b>  | <b>Citation/Comments</b> |
|--|---|--------------------------|
| 49. Petty Cash Records   | 8 years; destroy  |                          |
| 50. Phone Logs   | 8 years; destroy  |                          |
| 51. Purchase Order Requisitions  | 8 years; destroy  |                          |
| 52. Pupil Instruction Related Days (PIR)                                       | 8 years; destroy  |                          |
| 53. Purchase Orders (copies/duplicates)  | 8 years; destroy  |                          |
| 54. Receiving Reports/Receipts   | 8 years; destroy  |                          |
| 55. Reports of Financial Reviews (as required)                                 | 3 years if filed with state; if not filed with state becomes a permanent file |                          |
| 56. Sanitation Reports   | 8 years; destroy  |                          |
| 57. School District Investment Reports and Records                             | 8 years; destroy  |                          |
| 58. School District Receipts   | 8 years; destroy  |                          |
| 59. State Aid Reports  | 8 years; destroy  |                          |
| 60. School Receipts  | 8 years; destroy  |                          |
| 61. State or County Superintendent Acknowledgment of District Boundary Changes | 8 years; destroy  |                          |
| 62. State Transportation Reports   | 8 years; destroy  |                          |
| 63. Tax Sheltered Annuities  | 8 years; destroy  |                          |
| 64. Tax Levy Reports   | 8 years; destroy  |                          |
| 65. Tuition Claim (invoice) for Non-Residents                                  | 8 years; destroy  |                          |
| 66. Vendor Files   | 8 years; destroy  |                          |
| 67. Year-end Encumbrances  | 8 years; destroy  |                          |
| 68. Year-End Trial Balances  | Permanent   |                          |
| 69. Year-to-Date Transaction Files   | 8 years; destroy  |                          |

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

### **IV. GENERAL RECORDS**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b> |
|--|--|--------------------------|
| <p>1. <u>Correspondence:</u><br/>Includes incoming and outgoing correspondence, memoranda and e-mail.</p> <p>a. Permanent correspondence<br/>Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making; its policies, procedures, and achievements, and that serve to substantiate the accountability of the office.</p> <p>b. Non-permanent correspondence: Transitory<br/>Correspondence and e-mail that, while part of school business, is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is...", "the deadline is...", "please send 10 copies of..."); thank-yous, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken; memoranda and correspondence generated by another entity and kept by your school for reference purposes.</p> <p>c. Non-permanent correspondence: Destroy at will<br/>The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find copies of..."); unofficial employee activities (parties, softball games, etc.); internal office announcements ("Ms. Jones is here to see you," "Joe Smith called, please call back," "is this afternoon's meeting still on?"); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity.</p> <p>d. Non-permanent correspondence: Reading files<br/>Copies of outgoing communications arranged chronologically and maintained for periodic review by staff; these copies are <i>in addition to</i> copies kept in either the Permanent or Transitory Correspondence files.</p> | <p>a. Permanent<br/>(recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility; permanent e-mail should be printed and filed with the school's regular paper files to avoid incompatibility and migration problems)</p> <p>b. Review annually and destroy when no longer needed for administrative purposes</p> <p>c. Destroy/delete at will</p> <p>d. Retain until no longer needed for administrative purposes; destroy</p> |                          |

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

### IV. GENERAL RECORDS - cont.

| Record Series Title and Description   | Retention and Disposition  | Citation/Comments  |
|---|--|--------------------|
| 1. <u>Correspondence - cont.</u> :<br>e. Suspense/tickler/follow-up files<br>Files arranged in chronological order as a reminder that an action is required on a given date or that a reply to action has not been received and should be traced on a given day.  | Incorporate into the Permanent Correspondence files if appropriate; if not, destroy after action has been taken  |                    |
| 2. <u>Drafts/Working Papers</u> :<br>a. Permanent drafts/working papers<br>Draft documents or working papers that are circulated, that propose or evaluate high-level policies or decisions <i>and provide unique information</i> that contributes to the understanding of major decisions of the school; and drafts circulated for comment, <i>which demonstrate significant revisions</i> .<br>b. Non-permanent drafts/working papers<br>Project background records, studies, analyses, notes, preliminary drafts, interim reports, <i>which have been summarized in a final report or other form</i> . | a. Permanent<br><br>b. Final Report: Permanent<br>Drafts/working papers: Retain 1 year after final action is taken; destroy  |                    |
| 3. Duplicates<br>Duplicate copies of other documents retained only for convenience.   | Destroy when no longer needed  |                    |
| 4. Reference Files<br>Copies of documents retained strictly for reference and informational purposes and are not part of the official files. These include copies of reports, studies, special compilations of data, drawings or other externally-generated publications for which the originating agency maintains the original "record copy," periodicals, books, clippings, brochures, catalogs, trade journals, vendor price lists, extra copies of manuals, publications, etc.   | Review annually and destroy when no longer needed for administrative purposes  |                    |
| 5. Subject Files<br>Arranged by subject, these may contain correspondence, memoranda board minutes, other minutes, reports, etc., concerning policy, procedure, organization, programs, fiscal or personnel matters, and regulations.   | a. If originals are filed here, select and retain permanently those documents of continuing administrative, fiscal, legal or research value<br>b. If these are duplicates and the originals are filed elsewhere, destroy when no longer needed | May be microfilmed |
| 6. Task Force or Committee Files<br>Records relating to the establishment, organization, membership, and policy of any task forces or committees for which the office is the presiding official or the logical keeper of the records. May include minutes, agenda of meetings, correspondence, policies, procedures, final reports, and other relevant supporting materials.  | Permanent  | May be microfilmed |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IV. GENERAL RECORDS - cont.**

| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>       | <b>Citation/Comments</b> |
|---|--|--------------------------|
| 7. Non-Record Materials<br>Duplicate copies of other documents retained only for convenience; outdated blank forms; routing slips or telephone slips that do not contain annotations of significance; personal correspondence of a solely personal nature kept at the office for convenience (file separately from office records); publications, such as periodicals, books, clippings, brochures, catalogs, and trade journals. | Retain until no longer needed; destroy |                          |



**SCHEDULE TITLE: SCHOOL DISTRICTS**

## HAZARD COMMUNICATION PROGRAM

[illegible]

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **V. HAZARD COMMUNICATION PROGRAM RECORDS- cont.**

| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>  |
|---|---|---|
| 5. Material Safety Data Sheets (MSDS)<br>(Employers shall have a material safety data sheet in the workplace for each hazardous chemical which they use. It shall contain at least the following information: the identity used on the label; physical and chemical characteristics, the physical hazards, and the health hazards of the hazardous chemical; the primary route(s) of entry; any exposure limits; whether the hazardous chemical is a carcinogen or potential carcinogen; any generally applicable precautions and control measures; emergency and first aid procedures; date of preparation or update of the MSDS; and the name, address, and telephone number of the responsible party who can provide additional information. Each employer shall maintain a copy of any correspondence sent or received by the employer in an effort to obtain a material safety data sheet when none was provided by the chemical manufacturer or distributor.) | Current sheets must be readily accessible; when no longer current the sheets themselves need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy; the correspondence, once the material safety data sheets are provided, may be retained per the Correspondence series listed under <b>GENERAL RECORDS</b> | 29 CFR 1910.1200 (g) and 29 CFR 1910.1020 (d) [formerly 1910.20], and 50-78-203, MCA<br><br>May be kept in electronic form, microfiche, or other alternatives as long as no barriers to immediate employee access are created by such options |
| 6. Workplace Chemical List<br>(Each employer shall compile and maintain a workplace chemical list which must contain the chemical name of each hazardous chemical in the workplace, cross-referenced to any generally used common name; the chemical abstracts service registry number, if available, must accompany all chemical names on the list; and the list must indicate the work area in which each hazardous chemical is normally stored or used.)   | Must be updated as necessary but not less than annually; destroy when superseded  | 50-78-202, MCA  |
| 7. Written Hazard Communication Program<br>(Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met; includes a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet; includes the methods the employer will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas.)  | Retain until superseded; destroy  | 29CFR 1910.1200 (e),  |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **VI. LIBRARY RECORDS**

| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>   | <b>Citation/Comments</b>       |
|---|--|--------------------------------|
| 1. Card Catalog, Paper Format or Computer (see also shelf lists - #9)   | Retain until superseded; destroy   |                                |
| 2. Cataloging Sheets (optional)   | Retain until no longer needed; destroy   |                                |
| 3. <u>Circulation Records</u> :<br>(Note: Circulation records are confidential)<br>a. List of materials circulated by item<br>b. List of materials circulated by patron<br><br>c. List of fees and fines<br><br>d. Statistics: Annual<br>e. Statistics: Monthly | a. 1 year after last entry; destroy<br>b. Retain until return of the item; destroy<br>c. Retain 2 years after a successful audit; destroy<br>d. Permanent<br>e. 3 years; destroy | Confidential destruction       |
| 4. Interlibrary Loan (ILL) Records/Copyright Compliance   | 3 years; destroy   | Public Law 94-553, Section 107 |
| 5. Missing/Lost Books Listing   | Retain until superseded; destroy   |                                |
| 6. Patron Registration Cards/Records  | Retain until replaced or inactive  |                                |
| 7. Purchase Orders(copies/duplicates)   | 8 years; destroy   |                                |
| 8. <u>Reports</u> :<br>a. Library's annual report<br>b. Annual circulation statistics<br>c. Monthly circulation statistics<br><br>d. Annual reference statistics<br>e. Monthly reference statistics   | a. Permanent<br>b. Permanent<br>c. Destroy after publication of annual circulation statistics<br>d. Permanent<br>e. Destroy after publication of annual reference statistics     |                                |
| 9. Shelf Lists (record of holdings)   | Should reflect current collection  |                                |

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

**VII. MISCELLANEOUS RECORDS**

| <b>Record Series Title and Description</b> | <b>Retention and Disposition</b> | <b>Citations/Comments</b>         |
|--|----------------------------------|-----------------------------------|
| 1. School Newspapers                       | Permanent (1 copy)               | May be kept by the school library |
| 2. School Yearbooks                        | Permanent (1 copy)               | May be kept by the school library |
| 3. Student Handbooks                       | Permanent (1 copy)               | May be kept by the school library |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **VIII. PAYROLL**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b> |
|--|---|--------------------------|
| 1. Absence Reports   | 8 years; destroy  |                          |
| 2. Additional Duty Forms   | 8 years; destroy  |                          |
| 3. Alphabetical Registers  | 8 years; destroy  |                          |
| 4. Blank Payroll Checks/Warrants   | 8 years; destroy  |                          |
| 5. Canceled Payroll Warrants   | 8 years; destroy  |                          |
| 6. <u>Enrollment</u> :<br>a. Disability insurance<br>b. Direct deposit printouts<br>c. Earnings individual records<br>d. Life insurance<br>e. Health/dental insurance<br>f. Tax sheltered annuity<br>g. United funds<br>h. Union dues<br>i. Other payroll deductions | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy<br>e. 8 years; destroy<br>f. 8 years; destroy<br>g. 8 years; destroy<br>h. 8 years; destroy<br>i. 8 years; destroy |                          |
| 7. Insurance Reports and Bills   | 8 years; destroy  |                          |
| 8. Payroll Distribution Report   | 8 years; destroy  |                          |
| 9. Payroll Deduction Report  | 8 years; destroy  |                          |
| 10. <u>Reports</u> :<br>a. Unemployment compensation<br>b. Social security reports<br>c. State and federal tax reports<br>e. Stop payment<br>f. Union<br>g. PERD<br>h. TRS   | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>e. 8 years; destroy<br>f. 8 years; destroy<br>g. 8 years; destroy<br>h. 8 years; destroy   |                          |
| 11. Retirement Reports (PERS-TRS, etc.)  | 8 years; destroy  |                          |
| 12. Salary Schedule Printouts  | 8 years; destroy  |                          |
| 13. Time Cards/Time Sheets   | 8 years; destroy  |                          |
| 14. Vacation/Personal Leave Records  | 8 years; destroy  |                          |
| 15. Wage/Salary History  | Permanent   |                          |
| 16. W-2 Forms  | 8 years; destroy  |                          |
| 17. W-4 Forms  | Retain until superseded; destroy  |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IX. PERSONNEL RECORDS**

| <b>EMPLOYEE RECORDS *</b>   |  |                          |
|---|--|--------------------------|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>                                       | <b>Citation/Comments</b> |
| 1. Applications: Hired  | 8 years after date of retirement, resignation, or termination; destroy |                          |
| 2. Applications: Not Hired  | 3 years; destroy   |                          |
| 3. Arbitration Decisions - Negotiator   | Permanent  |                          |
| 4. Athletic Activity Contracts  | 8 years beyond date of initial contract; destroy                       |                          |
| 5. Affirmative Action Files<br>Sexual Harassment and Discrimination   | Permanent  |                          |
| 6. Certificates of Previous Experience  | 1 year after date of hire; destroy                                     |                          |
| 7. Classification Studies<br>(description of job duties of individual school district positions)  | Retain until superseded; destroy                                       |                          |
| 8. Disability Insurance Claims<br>(claims filed by employees for a disability insurance program)  | 8 years after final settlement of claim; destroy                       |                          |
| 9. Eligibility Register<br>(lists of job applicants who have qualified for positions within a district)   | Retain until 3 years after the job has been filled; destroy            |                          |
| 10. Employee Deficiency/Termination Reports   | 5 years after termination; destroy                                     |                          |
| 11. Equal Employment Opportunity Reports/Summary Data<br>Reports sent to Federal Government   | 3 years; destroy   |                          |
| 12. Evaluation Records  | 10 years after date of retirement, resignation or termination; destroy |                          |
| 13. Fair Labor Standards Act<br>(salary schedules, employee classification, compensation periods, work schedules/ periods.)   | Permanent  |                          |
| 14. Grievance Files<br>(employee grievances and/or complaints filed under a labor agreement or personnel rules; this also relates to arbitration files and related court cases) | Work years plus 10   |                          |

**\*The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IX. PERSONNEL RECORDS - cont.**

| <b>EMPLOYEE RECORDS - cont.*</b>  |   |  |
|---|---|--|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>   |
| 15. Health and Dental Insurance Waivers   | 1 year after date of retirement, resignation, or termination; destroy                 |  |
| 16. Health and Safety Bulletins/Manuals   | Retain until superseded; destroy  |  |
| 17. Injury Frequency Charts   | 8 years; destroy  |  |
| 18. Individual Teaching Contracts   | 8 years after termination; destroy  |  |
| 19. Insurance Certificates and Policies   | 8 years after expiration; destroy   |  |
| 20. Insurance Premium Reports   | 8 years from date of creation; destroy  |  |
| 21. Insurance Working Files   | 8 years from date of creation; destroy  |  |
| 22. Immigration and Nationalization Services Forms  | 3 years from date of hire, or one year after termination, whichever is later; destroy |  |
| 23. Labor Union Contracts<br>(contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.)              | 8 years after expiration; destroy   |  |
| 24. Labor Union: Disputes   | Permanent   |  |
| 25. Labor Union: Negotiations Minutes   | Permanent   |  |
| 26. <u>Medical Records</u> :<br>(includes disability documentation, medical exams, inquiries about medical conditions, disabled status certifications, TB tests, etc. ) | Work years plus 10; destroy   | The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records; medical records are confidential and access is limited as provided by the ADA |
| 27. Moving and Relocation Agreements  | Work years plus 10; destroy   |  |
| 28. Non-Union Salary Determination<br>(annual salary schedules for all non-union employees)   | 8 years after expiration; destroy   |  |
| 29. Notices of Claims   | 8 years; destroy  |  |
| 30. OSHA: Employee Accident Reports   | 8 years from date of accident; destroy  |  |

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## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IX. PERSONNEL RECORDS - cont.**

| <b>EMPLOYEE RECORDS - cont.*</b>   |   |   |
|--|---|---|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>  |
| <p>31. OSHA: Employee Exposure Records<br/>(an employee exposure record is a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>a. Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets</p> <p>b. Material safety data sheets</p> <p>c. Chemical inventory<br/>(or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>d. Biological monitoring results designated as exposure records by specific occupational safety and health standards</p> | <p>At least 30 years; destroy</p> <p>a. 1 year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy</p> <p>b. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>c. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>d. Retain as required by the specific standard</p> | <p>29CFR 1910.1020 (d) [formerly 1910.20], and adopted by the Montana Department of Labor and Industry; the form, manner, or process by which an employer preserves a record is not mandated <i>as long as</i> the information contained in the record is preserved and retrievable, except that chest x-ray films shall be preserved in their original state</p> |

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## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IX. PERSONNEL RECORDS - cont.**

| <b>EMPLOYEE RECORDS - cont.*</b>  |   |  |
|---|---|--|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>   |
| 32. OSHA: Employee Medical Records<br>(an employee medical record is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints)<br>a. Health insurance claims records maintained separately from the employer's medical program and its records<br>b. First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records<br>c. Medical records of employees who have worked for less than 1 year for the employer | At least the duration of employment plus 30 years; destroy<br><br>a. Need not be retained for any specified period<br>b. Need not be retained for any specified period<br><br>c. Need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment | 29 CFR 1910.1020 (d) [formerly 1910.20], and adopted by the Montana Department of Labor and Industry |
| 33. Performance of Work Contracts   | 10 years after action is completed; destroy   |  |
| 34. Other Individual Employment Contracts   | 8 years after termination; destroy  |  |
| 35. Pay Plan Exception - Individual   | Work years plus 10; destroy   |  |
| 36. Pay Plan Exception - Blanket  | 5 years; destroy  |  |
| 37. Performance Appraisals  | 3 years minimum and 2 years after last used in an employment decision; destroy  |  |
| 38. Personnel Files; Individual<br>Containing applications, accident reports, citations, personal history, employee references, and letters of appointment/promotion, termination/resignation   | 10 years after date of retirement, resignation or termination; destroy  |  |

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## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **IX. PERSONNEL RECORDS - cont.**

| <b>EMPLOYEE RECORDS - cont.*</b>   |   |                          |
|--|---|--------------------------|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b> |
| 39. Personnel Files: Summer School Applications, contracts and miscellaneous correspondence for summer employment          | 10 years after date of retirement, resignation or termination; destroy  |                          |
| 40. Personnel Manuals  | Retain until superseded; destroy  |                          |
| 41. Personnel and Promotion List   | 10 years after date of recruitment; destroy   |                          |
| 42. Position Recruitment File (relating to posting, recruitment, selection and appointment to each position)               | 3 years after date of recruitment; destroy  |                          |
| 43. Requisition for Personnel (request for personnel to fill job vacancies)  | 3 years; destroy  |                          |
| 44. Summons/Pleadings, Other Legal Documents   | Permanent   |                          |
| 45. <u>Staff Accident Reports</u><br>a. Injury claims<br>b. Worker's compensation<br>c. Public liability<br>d. Settlements | a. 1 year after settlement; destroy<br>b. 1 year after settlement; destroy<br>c. 1 year after settlement; destroy<br>d. Permanent |                          |
| 46. Substitute Teacher Reports   | 8 years from date of hire; destroy  |                          |
| 47. Teaching Certificates (including permits and certifications)   | Permanent   |                          |
| 48. Transcript of College Credit   | Retain until terminated; destroy  |                          |
| 49. Unemployment Claims/Compensation   | 6 years after date of claim; destroy  |                          |
| 50. Worker's Compensation Claims (injury reports and correspondence dealing with injuries)                                 | 1 year after date of claim/settlement; destroy  |                          |

**\*The American with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

**SCHEDULE TITLE: SCHOOL DISTRICTS**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b>  |
|--|--|---|
| <p>1. <u>Individual Student Records:</u><br/> <b>Required Records</b><br/>           a. Name and address of student<br/>           b. Name and address of parent(s) or guardian<br/>           c. Date of birth<br/>           d. Academic work completed<br/>           e. Level of achievement (e.g., grades, standardized test scores, grade level completed)<br/>           f. Immunization record<br/>           g. Attendance data<br/> <b>Recommended Records</b><br/>           h. Access log<br/>           i. Health records (should be maintained separately)<br/>           j. Standardized test results less than three years old (e.g., intelligence, aptitude, interest or personality tests)<br/>           k.. Educational and vocational plans<br/>           l. Record of extracurricular activities<br/>           m. Objective teacher evaluations/reports<br/>           n. Parental authorization or prohibitions<br/>           o. Discipline records (may be maintained separately)</p> | <p>a. - g. Permanent</p> <p>h. - o. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p> | <p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p> <p>Access only by the parents or eligible students designated under Access Rights</p> |
| <p>2. <u>Directory Information:</u><br/>           "Information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed." It includes, but is not limited to:<br/>           a. Name, address, telephone number of student<br/>           b. Date and place of birth<br/>           c. Major field of study<br/>           d. Participation in officially-recognized activities and sports<br/>           e. Weight and height of members of athletic teams<br/>           f. Dates of attendance<br/>           g. Degrees and rewards received<br/>           h. Most recent previous education agency or institution attended by the student</p>  | <p>a. - h. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p>                          | <p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p>   |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.**

| <b>EXAMPLES</b><br><b>Applying OPI's Retentions to Specific Records</b>                 |   |  |
|---|---|--|
| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>   |
| Absence Slips   | Retain 3 years; destroy   | Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the slips only need to be kept for 3 years  |
| Academic Work Completed   | Permanent   | (1.d)  |
| Athletic Records  | Retain 8 years after student graduates or permanently leaves the school district; destroy | Athletic records about an individual student may be destroyed after the student graduates or permanently leaves the district (1.i); the school's records about operating extracurricular activities should follow the retention for those records in other portions of this schedule |
| Accident Reports<br>Accidents originating during the school year and on school premises | Retain 3 years after the student reaches the age of majority; destroy                     | Such reports would most likely be filed with the student's health records, which may be destroyed after the student graduates or permanently leaves the district (1.i.)  |
| Attendance Reports  | Permanent   | (1.g)  |
| Class Schedules   | Retain 8 years after high school graduation; destroy                                      | Not addressed in OPI's schedule  |
| Driver/Traffic Education Records:<br>Application for Driver Education<br>Certificates   | Retain 3 years; destroy   | Academic work completed data needs to be kept permanently (1.d), but if the information has been transferred into the permanent file, the various forms may be destroyed   |
| Grade Level Completed   | Permanent   | (1.e)  |
| Health Care Records   | Retain 1 year after student leaves the school district; destroy                           | (1.i)<br>Because medical records are considered confidential and access is limited by the Americans with Disabilities Act (ADA) of 1990, it is recommended that medical records be maintained separately from other records  |
| Home-Based Education Application  | Retain 1 year after graduation; destroy   | Not addressed in OPI's schedule  |
| Home Language Reports   | Retain 1 year after student leaves the school district; destroy                           | (1.m)  |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.**

| <b>EXAMPLES</b><br><b>Applying OPI's Retention to Specific Records</b>  |   |  |
|---|---|--|
| <b>Records Series Title and Description</b>   | <b>Retention and Disposition</b>  | <b>Citation/Comments</b>   |
| <u>Kindergarten Records:</u><br>a. Applications<br>b. Health Forms/Reports<br>c. Parent Interview Forms<br>d. Photograph<br>e. Registration Forms<br>f. Reports | a. - f. Retain 8 years after high school graduation; destroy  | a. Not addressed by OPI<br>b. (1.i)<br>c. Not addressed by OPI<br>d. Not addressed by OPI<br>e. Not addressed by OPI<br>f. (1.m)                                     |
| Listing of Disclosure and Transfer of Student Records   | Permanent   |  |
| Permanent Record Card   | Permanent   |  |
| Permission for Release of School District Records   | Permanent   |  |
| Report of Students Leaving School   | Permanent   |  |
| Scholarship Records, Elementary and/or High School  | Destroy after the student graduates or permanently leaves the district  | See "Directory Information" (2)  |
| Standardized Test Results:<br>a. Academic tests<br>b. Intelligence, aptitude, interest, or personality tests  | a. Permanent<br>b. 8 years after high school graduation or the student permanently leaves the district; destroy | a. (1.e)<br>b. (1.j)   |
| Tardy Sheets  | Retain 3 years; destroy   | Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the sheets only need to be kept for 3 years |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **X. PUPIL AND INSTRUCTION RECORDS - Groups of Students**

| <b>Record Series Title and Description</b> | <b>Retention and Disposition</b>              | <b>Citation/Comments</b>   |
|--|---|--|
| 1. Report of Non-English-Speaking Students | 8 years; destroy                              |  |
| 2. Report of Students Leaving School       | Permanent                                     |  |
| 3. School Census Report                    | Permanent                                     | If the original census has been filed with the county superintendent of schools, the school district's copy (a duplicate) may be destroyed   |
| 4. Teacher's Class Records                 | 8 years after high school graduation; destroy | Academic work completed data (ix,1.d) and attendance data (ix,1.g) needs to be kept permanently in each student's individual file, but if the information has been transferred into the permanent file, the registers may be destroyed |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **X. PUPIL AND INSTRUCTION RECORDS - Instruction and Grade Reporting**

| <b>Record Series Title and Description</b>  | <b>Retention and Disposition</b>   | <b>Citation/Comments</b> |
|---|--|--------------------------|
| 1. Curriculum Guides  | Retain until superseded; destroy   |                          |
| 2. <u>Grades</u> :<br>a. Grade books<br><br>b. Grade reports<br>(periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, course, population, ethnic breakdown, etc.)<br>c. Report cards<br>(copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents) | a. 1 year after entry of grades in the individual students' permanent file; destroy<br>b. As long as administratively valuable; destroy<br><br>c. 1 year after entry of grades in the individual students' permanent file; destroy |                          |
| 3. Lesson Plans   | As long as administratively valuable; destroy  |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **XI. PURCHASING RECORDS**

| <b>Record Series Title and Description</b> | <b>Retention and Disposition</b> | <b>Citation/Comments</b> |
|--|----------------------------------|--------------------------|
| 1. Accounting Records.                     | 8 years; destroy                 |                          |
| 2. Bids and Contracts                      | 8 years; destroy                 |                          |
| 3. Check Register                          | 8 years; destroy                 |                          |
| 4. Monthly Bank Statement                  | 8 years; destroy                 |                          |
| 5. Monthly Deduction Reports               | 8 years; destroy                 |                          |
| 6. Performance Guarantee/Warrant of Vendor | Length of warranty; destroy      |                          |
| 7. Stock Requisitions                      | 8 years; destroy                 |                          |
| 8. Textbook Disposition Report             | 1 year; destroy                  |                          |



## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **XII. EXTRACURRICULAR FUNDS RECORDS**

| <b>EXTRACURRICULAR FUNDS</b><br>Extracurricular Funds (Activity Accounts, Student Association)   |  |                          |
|--|--|--------------------------|
| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b> |
| 1. Audit Reports   | 3 years if filed with state, if not filed with state than permanent                                |                          |
| 2. Bank Statements<br>(paid checks, deposit tickets, other items)  | 8 years; destroy   |                          |
| 3. Claims and/or Vouchers  | 8 years; destroy   |                          |
| 4. Contracts and/or Agreements   | 8 years after expiration; destroy<br>(retention period begins at the time the records are created) |                          |
| 5. Fund Transfer Authorizations  | 8 years; destroy   |                          |
| 6. <u>Inventory</u> :<br>a. Equipment<br>b. Stock-in-trade   | a. Permanent<br>b. 8 years; destroy  |                          |
| 7. <u>Investments</u> :<br>a. Certificates of Deposits (CD)<br>b. Savings accounts<br>c. Money market accounts<br>d. Other investment accounts | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy           |                          |
| 8. Ledgers<br>(activity records and/or accounts)   | 8 years; destroy   |                          |
| 9. Minute Books<br>(student and school district)   | Permanent  |                          |
| 10. Purchase Orders  | 8 years; destroy   |                          |
| 11. Records on Nonsufficient Fund Checks   | 8 years; destroy   |                          |

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

### SCHEDULE TITLE: **SCHOOL DISTRICTS**

#### **XIII. SPECIAL EDUCATION RECORDS**

| <b>Record Series Title and Description</b>   | <b>Retention and Disposition</b>   | <b>Citation/Comments</b>   |
|--|--|--|
| 1. <u>Individual Student Records:</u><br>a. Access log<br>b. Current referral forms<br>c. Permission for evaluation<br>d. Child study team report, with accompanying evaluation data<br>e. Individualized education program<br>f. Permission for program placement<br>g. Other special education records as required   | a. - g. Destroy five years from the end of the student's special education services, or per parent request (300.573 C.F.R.) when no longer needed by the school*   | 20-1-212, MCA, and OPT's <i>Montana School Accreditation Standards and Procedures Manual</i><br><br>Access only by the parents or eligible students designated under Access Rights |
| 2. Count of Children Transferring to Local Education Agencies from State-Operated and State-Supported Programs   | 8 years; destroy (see Appendix B for information on destroying Special Education records)  |  |
| 3. <u>Enrollment Reports:</u><br>a. Exceptional education<br>b. Therapy services   | 8 years; destroy   |  |
| 4. <u>Funds:</u><br>a. Discretionary funds<br>b. Flow-through funds<br>c. Local educational agency transfer funds<br>d. Preschool discretionary funds<br>e. Preschool entitlement funds  | 8 years; destroy   |  |
| 5. <u>Plan and Claim/Annual Plan of Services:</u><br>a. Early childhood<br>b. EEN leadership<br>c. Emotionally disturbed<br>d. Exceptional education<br>e. Hearing<br>f. Homebound instruction<br>g. Mentally retarded<br>h. Physically handicapped/other health impairment<br>i. School age parents program<br>j. School district plan/exceptional needs assessment<br>k. School psychologist services financial plan & claim<br>l. School psychologist's plan & report<br>m. School social work services financial plan & claim<br>n. School social worker's plan & report<br>o. Speech language<br>p. Special education plan & claim<br>q. Special learning disabilities<br>r. Summary of programs/plan and claim | a. 8 years; destroy<br>b. 8 years; destroy<br>c. 8 years; destroy<br>d. 8 years; destroy<br>e. 8 years; destroy<br>f. 8 years; destroy<br>g. 8 years; destroy<br>h. 8 years; destroy<br>i. 8 years; destroy<br>j. 8 years; destroy<br>k. 8 years; destroy<br>l. 8 years; destroy<br>m. 8 years; destroy<br>n. 8 years; destroy<br>o. 8 years; destroy<br>p. 8 years; destroy<br>q. 8 years; destroy<br>r. 8 years; destroy |  |
| 6. Project Applications  | 8 years; destroy   |  |
| 7. Registration of Blind Students  | 8 years; destroy   |  |

\*See Appendix B for information on destroying Special Education records.

**NOTE:** Use this space to keep track of your records disposal requests.

Page 1 of \_\_\_\_

**Disposal Request Number** \_\_\_\_

**MONTANA LOCAL GOVERNMENT RECORDS COMMITTEE**  
**Records Destruction Subcommittee**  
**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL OR DESTRUCTION**

**FROM:**

**TO:** Montana Local Government Records Committee  
c/o Local Government Services Bureau  
Montana Department of Administration  
PO Box 200547  
Helena, MT 59620-0547

| DESCRIPTION OF RECORDS<br>(include case # or other identifying numbers) | INCLUSIVE DATES<br>From To  | DISPOSITION |             | Check if<br>confidential<br>or private<br>record * | Check if<br>10 years<br>old or<br>older | COMMENTS              |
|---|-----------------------------|-------------|-------------|--|---|-----------------------|
|   |                             | Approved    | Disapproved |  |   |                       |
| EXAMPLE: Sealed Civil Files #23-234                                     | Jan. 2, 1907-Dec. 30, 1922  | ✓           |             | ✓  | ✓                                       | Microfilmed           |
| EXAMPLE: Cemetery Records – Cemetery Full                               | June 1911 – Nov. 1937       |             | ✓           |  |   | Permanent Record      |
| EXAMPLE: Commission Minutes   | Jan. 1, 1919– June 30, 1929 | ✓           |             |  | ✓                                       | Transfer/Museum, etc. |
|   |                             |             |             |  |   |                       |
|   |                             |             |             |  |   |                       |
|   |                             |             |             |  |   |                       |
|   |                             |             |             |  |   |                       |
|   |                             |             |             |  |   |                       |

Authorization is granted on the express condition that all the fiscal records involved have been audited and the audit approved, or such records are not required for future audit, and that all of the records listed have ceased to have sufficient value to warrant future retention and that any **PUBLIC** records that are **ten (10) years old or older** have been first offered to the Montana Historical Society, the State Archives, Montana public and private universities and colleges, local historical museums, local historical societies, Montana genealogical groups and the general public. \*The local entity must determine if records are confidential or private and mark accordingly. For more information check the following [http://www.sos.state.mt.us/css/RMB/Local\\_Forms.asp](http://www.sos.state.mt.us/css/RMB/Local_Forms.asp).

Public records more than ten (10) years old approved for destruction may not be destroyed for at least 180 days after this date \_\_\_\_, 20\_\_.

**ORDERED BY**

(These signatures are needed before mailing for approval)

\_\_\_\_\_  
*Governing Body* *Date* *Phone*

\_\_\_\_\_  
*Records Custodian* *Date* *Phone*

\_\_\_\_\_  
*Other Approvals* *Date* *Phone*

**APPROVED BY**

\_\_\_\_\_  
*Records Approved by Montana Department  
of Administration Subcommittee Member* *Date*

\_\_\_\_\_  
*Records Approved by Montana State Archives  
Subcommittee Member* *Date*

\_\_\_\_\_  
*10 year notice approved by "Records Management Bureau"  
of the Montana Secretary of State* *Date*

**CERTIFICATION OF DESTRUCTION**

I hereby attest that I have destroyed, transferred or will keep all records as checked on this form. If the records were destroyed or transferred, I noted in the [Comments] column above what we did with the records.

\_\_\_\_\_  
Name/Title/Date



## **SPECIAL SERVICE RECORDS**

### *Federal Regulation 300.573 (C.F.R.)*

- (a) The public agency shall inform parents when personally-identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child.
- (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and a phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

NOTE: Under 300.573, the personally-identifiable information on a child with a disability may be retained permanently unless the parents request that it be destroyed. Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed for other purposes. In informing parents about their rights under this section, the agency should remind them that the records may be needed by the child or the parents for social security benefits or other purposes. If the parents request that the information be destroyed, the agency may retain the information in paragraph (b) of this section

### *Office of Special Education (OSE) Policy Letter*

Under Regulations 76.730 and 76.731, states and their subgrantees, including school districts, must retain records...for a minimum of five years. School districts and evaluation centers, however, may need to maintain records of evaluations for longer periods of time, dependent upon state regulations... Under Regulation 300.573 a parent must be notified, in accordance with the requirements of state law, when personally-identifiable information is no longer needed to provide educational services to a child.

### *How Does a School District Implement These Regulations?*

The following procedure is utilized by some special services cooperatives and member districts in the destruction of special education records. Parent(s) or the student – after he or she reaches the age of 18 – have the option to request the destruction of the students confidential special education records when such records are no longer needed to provide education services to the child. Unless destruction is appropriately requested, the cooperative or member district shall maintain special education records for a minimum of five years beyond legal age. The cooperative or member district will make a reasonable effort to provide parents/students with sixty-days notification before the destruction occurs. Following is a sample news release that may be placed in your local newspapers.

## **SAMPLE NEWS RELEASE**

The \_\_\_\_\_ schools will soon destroy special education/speech-language therapy records of former students who have been out of school for at least five years. Former students may contact \_\_\_\_\_ at \_\_\_\_\_ within sixty days of this notice if they wish to review the files or obtain copies of the information contained in them. The information to be destroyed shall not include data collected on a routine basis that is maintained on all school children (such as the student's name, address, telephone number, grade level completed and year completed.) The data to be destroyed shall include information collected for identification, location, evaluation, and other items directly related to special education services which the student had received. Parents of students still in school but not in special education for at least five years may also request that their children's records be destroyed. Parents of these students also have the right to inspect the special education records and obtain copies of the information contained in those records before they are destroyed. Persons having questions about this process or those persons wishing to request that records be destroyed may contact \_\_\_\_\_ at \_\_\_\_\_ for assistance.

In informing parents about their rights under this section, \_\_\_\_\_ Special Services Cooperative and member districts will provide information stating that the records may be needed by the parents or the child in an attempt to obtain social security or other benefits.

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

## SCHEDULE TITLE: **SCHOOL DISTRICTS**

| <u>Item</u> | <u>Page</u> | <u>Date</u> |
|-------------|-------------|-------------|
|-------------|-------------|-------------|

Revision 1.0 4-2005

Changed XIII. Special Education Records #1

Record Series Title and Description

- b. Deleted Current
- d. changed to Evaluation Data (including summaries of assessments)
- e. changed to Test protocols
- f. changed to Evaluation team
- g. changed to Individualized education program (IEP)
- h. added Periodic reviews of IEPs
- i. added Other special education records as required

Retention and Disposition

a-i Destroy five years from the end of the student's special education services, or per parent request (300.573 CFR) when no longer needed by the school. However, the IEP must be retained for 7 years if the school received Medicaid reimbursement for services identified in the IEP.

Citation/Comments

20-1-212, MCA, ARM 10.16.3560 and OPI's *Montana School Accreditation Standards and Procedures Manual*

Access only by the parents or eligible students designated under Access Rights